

Out of State Travel “Cheat Sheet”

TIP: Create one requisition per traveler per trip.

Follow these instructions when an A-47 form was previously used.

Old vs New:

The new system requires travel expenditures to be encumbered. This means that you will have to enter a requisition into RIFANS to encumber the funds to travel. The Purchase Order will automatically create after the requisition is properly approved. Each agency's business office will have “hotel p-cards”. The traveler will sign out the card and charge the hotel room bill to the card. Accounts and Control will be responsible for matching the purchase order created from this requisition to the credit card bill.

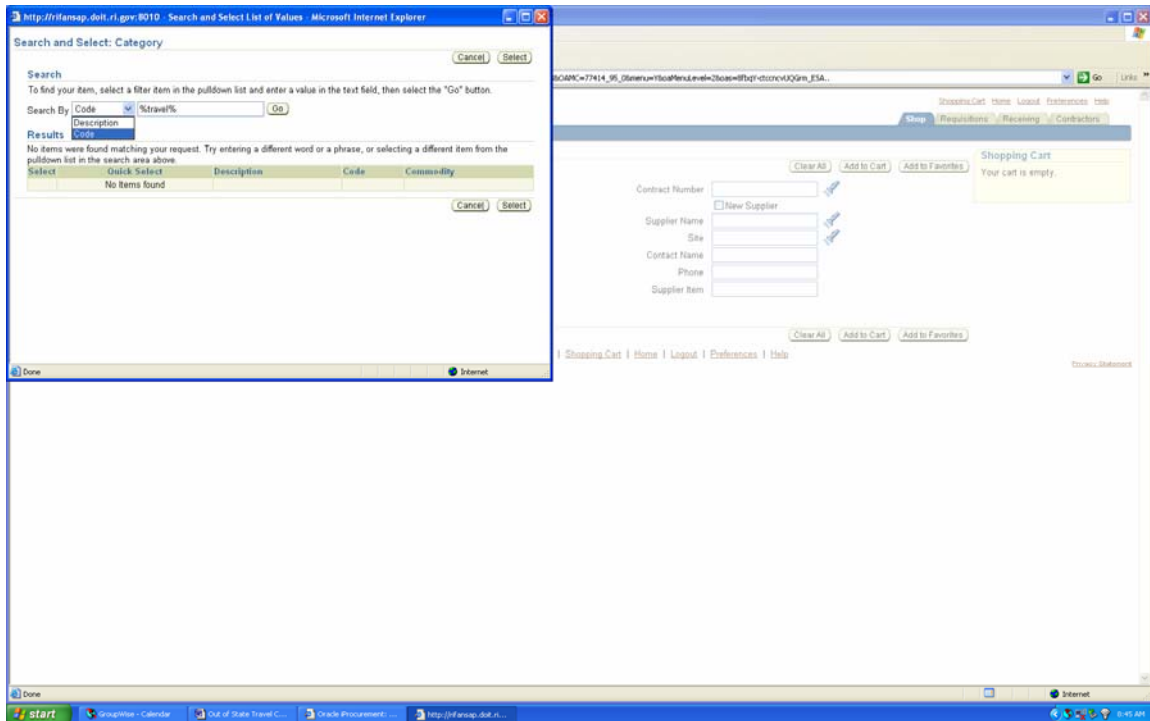
How to requisition out of state travel:

1. Select the Requisitioner responsibility in the navigation box
2. Select Non Catalog from the top menu

The screenshot shows the Oracle iProcurement web application in Microsoft Internet Explorer. The browser address bar shows a URL from the Department of Transportation. The page title is "ORACLE iProcurement". The navigation bar includes links for Stores, Categories, Shopping Lists, Non-Catalog Request (selected), and Contractor Request. The main content area is titled "Non-Catalog Request" and includes a note: "Indicates required field". The form contains several input fields: Item Type (set to "Goods billed by quantity"), Item Description, Category, Quantity, Unit of Measure (set to "Each"), Unit Price, and Currency (set to "USD"). On the right side, there are fields for Contract Number, Supplier Name, Site, Contact Name, Phone, and Supplier Item, along with a "New Supplier" checkbox. At the bottom right, there is a "Shopping Cart" section that says "Your cart is empty." and buttons for "Clear All", "Add to Cart", and "Add to Favorites". The footer includes copyright information for Oracle Corporation and a list of navigation links: Shop, Requisitions, Receiving, Contractors, Shopping Cart, Home, Logout, Preferences, and Help.

3. Item type = “Goods billed by quantity”
4. Item Description = Enter a summary description of the trip.

5. Click the flash light next to category to search for a travel NIGP code
 - a. Change search by from “Code” to “Description”
 - b. Enter %travel% in the next box and click on “GO”



6. Select an NIGP code from the list that best describes the travel and click on quick select (the NIGP code does not have to exactly match)
7. Quantity equals 1
8. Unit of Measure equals EACH
9. Unit price equals total estimated travel cost (not including airfare). This should be the same total as the template that will pop up after clicking on “add to cart”.

If you are using Donovan Travel:

10. Contract Number is **68M00279597**
11. Supplier Name is “Donovan Travel Inc”

If you are *not* using Donovan Travel:

In the Supplier Name field type “Travel Services Not %” and hit <TAB> The system will populate the contract number and supplier name. – Continue as noted below.

12. Click Add to Cart

13. A template will pop up requesting additional information. The entire template must be completed.

The screenshot shows the Oracle iProcurement 'Special Information' form for a 'Non-Catalog Request'. The form is displayed in a Microsoft Internet Explorer browser window. The page title is 'Special Information - Microsoft Internet Explorer'. The address bar shows a URL starting with 'http://hfmapp.dot.nv.gov/8010/SA_HTML/SA.asp?page=...'. The Oracle logo and 'iProcurement' text are visible at the top left. The navigation bar includes links for 'Stores', 'Categories', 'Shopping Lists', 'Non-Catalog Request', and 'Contractor Request'. The 'Special Information' section is active, showing a table with one line item: 'AGENCY ALPHA CODE' with a unit of 'Each', a quantity of '1', a price of '1025.00 USD', and a supplier of '1025.00 DONOVAN TRAVEL INC.'. Below the table, there are two columns of input fields for 'Out of State Travel' information. The left column includes fields for 'Traveler's Name', 'Departure Date', 'Return Date', 'Destination', 'Purpose of Travel', 'Estimated Flight (paid prior to trip- Amount is 0.00)', and 'Estimated Hotel (\$0.00)'. The right column includes fields for 'Car Rental (if applicable-\$0.00)', 'Per Diem (\$15.00 1/2 day, \$30.00 full day)', 'Estimated Trip Total (less air-\$0.00)', 'Traveler's Work Phone', 'Traveler's Email Address', 'PCard Alpha Code', and 'Additional Information'. A 'Continue' button is located at the bottom right of the form. The footer contains copyright information for Oracle Corporation and a 'Privacy Statement' link.

Description	Unit	Quantity	Price	Amount (\$USD)	Supplier
AGENCY ALPHA CODE	Each	1	1025.00 USD	1025.00	DONOVAN TRAVEL INC

Out of State Travel

Traveler's Name		Car Rental (if applicable-\$0.00)	
Departure Date		Per Diem (\$15.00 1/2 day, \$30.00 full day)	
Return Date		Estimated Trip Total (less air-\$0.00)	
Destination		Traveler's Work Phone	
Purpose of Travel		Traveler's Email Address	
Estimated Flight (paid prior to trip- Amount is 0.00)		PCard Alpha Code	
Estimated Hotel (\$0.00)		Additional Information	

Tip: Flight amount is always zero. Hotel Amount is an estimate of the room charge. Per Diem allowed for entire trip is \$15 per half day or \$30 for a whole day.

14. Complete the template and continue with the requisitioning process by clicking Continue.

15. To finish follow normal practice for requisitioning.